

Check in with CANS

Monthly Conference Call with DOE-Child and Adult Nutrition Services

Agenda for January 12, 2017 2:30PM/1:30PM MT

Call in number: 866-410-8397, Participant code: 6507733610

Website: <http://doe.sd.gov/cans>

Email: DOE.SchoolLunch@state.sd.us

Summer Food Programs – Seeking new and confirming Returning Sponsors

- Early February schools and organizations that have been on the Summer Food Service Program (SFSP) or the Seamless Summer Option (SSO) will be getting information asking you to register for a training being held in March. Registrations are due February 21, 2017.
- Any school that qualifies as area eligible by having 50% or more free and reduced price children at a location or site in their district will also be receiving the information from our office since you have a potential site eligible for summer feeding.
- If you are interested in doing a summer food program but don't qualify based on school data you may qualify by using the census data in your community. There are directions for using the mapping tool available at <https://www.fns.usda.gov/sfsp/mapping-tools-summer-meal-programs>. If you have questions and need assistance, see <http://doe.sd.gov/cans/sfsp.aspx> and feel free to contact Julie McCord (SFSP) julie.mccord@state.sd.us or (605) 773-3110 or Beth Henrichsen (SSO) Beth.Henrichsen@state.sd.us or (605) 773-3610.

Target 2 Sodium Requirements: go into effect July 1, 2017

- Target 2 requirements are highlighted in yellow

	Target 1:	Target 2:	Final Target:
Grade group	SY 2014-2015	SY 2017-2018	SY 2022-2023
Lunch			
K-8	≤1,230	≤935	≤640
K-5	≤1,230	≤935	≤640
6-8	≤1,360	≤1,035	≤710
9-12	≤1,420	≤1,080	≤740
Breakfast			
	SY 2014-2015	SY 2017-2018	SY 2022-2023
K-12	≤540	≤485	≤430
K-5	≤540	≤485	≤430
6-8	≤600	≤535	≤470
9-12	≤640	≤570	≤500

- FNS [policy memo SP 15-2017](#) allows for flexibility for schools that meet Target 1 sodium requirements, but are still working towards meeting the Target 2 requirements in SY 17-18. There will be no fiscal assessments on the Administrative Review for non-compliance with the Target 2 requirement as long it is clear that your menus are moving towards compliance.

iMATCH system update scheduled for Friday, January 13, 2017 ****System Interruption****

- The iMATCH direct certification system is scheduled for a system update. The site is expected to be down for most of Friday and should be working the following Monday.
- Updates will include:
 - Renaming tabs in the DC Matching section:

- Sibling Search (will stay the same)
- Potential Matches (formerly Unmatched)
- Matched (formerly Previously Matched)
- File Search (formerly State Search)
- Potential Matches tab will be streamlined to provide information in a more user-friendly manner:
 - Allows users to sort by selecting High and/or Medium probability checkboxes
 - 'Low' probability students will be hidden
 - Potential Matches tab entries will have a 'compare' link, which enables users to observe the 'criteria scorecard' prior to manually matching a student. This will allow for increased accuracy and decreased accidental user matches
- Matched tab settings will now present all four match methods: system, sibling, manual, transfers.
- Email Notifications - Active users will receive a notification email when at least one new student match occurs.
- Visit the iMATCH section of the CANS NSLP webpage [iMATCH System Update Summary](#) for more details.

Professional Standards: Training Requirements

- This requirement sets minimum standards for hiring new school nutrition directors and annual training requirements for all school nutrition staff.
- Rule clarifications and reminders:
 - All School Food Authorities (SFA's) must have at least **one** Professional Standard Director. This is the person responsible for the management of the day-to-day operations of food service for all participating schools in the SFA.
 - Job Titles at the school do not always match Professional Standards Position Descriptions. For example: a head cook can be the Professional Standards Director.
 - Food Service Management Companies (FSMC): SFA's with an FSMC typically have 2 Professional Standards Directors. The lead FSMC person on-site and the SFA staff that the FSMC reports to.

Professional Standards: Hiring Requirements for Directors

- An SFA must hire the most qualified person that meets the hiring requirement.
- If an SFA hires a director that does not meet the hiring requirements, the SFA cannot pay the director's wages from the school food service account.
- If the SFA receives state approval to hire a noncompliant director, the SFA still cannot pay that director's wage from the school food service account until a corrective action plan is completed.
- There is an [application to request a hire](#) a director that doesn't meet professional standards requirements posted on the CANS NSLP website under the Professional Standards section.

Procurement: a.k.a. Purchasing Food, Supplies, and Services using Child Nutrition dollars

- Most schools in SD should be planning their procurement now! Even those that are only required to use the 3 Bid and a Buy informal procurement method.
- Start by writing specifications for the foods you plan to purchase. Think about what foods you require.
 - For example, when you are looking for a whole grain breaded chicken patty a good specification can include the following information:
 - "Chicken. Fully Cooked. Whole Grain Chicken Patty made with white & dark meat, 1 patty, approximately 3.5 oz. serving (by weight) equals 2 to 2.5 oz. m/ma and 1 to 1.5 oz WGR. Calories per serving not to exceed 300, sodium per serving not to exceed 520 mg."
- You can include product brand name and code as long as you also note that "brand name or equal to" will be accepted so a competitors product can be submitted as long as it meets your requirements. Remember specifications cannot overly restrict competition!

Buy American

- When making purchases using Child Nutrition dollars all food must be grown and/or processed in the USA. USA food means that it is 100% grown and/processed in the USA or at least 51% of the final processed product consists of domestically grown commodities.
- Documentation for products from several different countries should be requested from the manufacturer stating: "We certify that our (product name) has at least (percentage) % U.S. content," with space for the supplier to fill in the name of the product and its percentage of U.S. content is sufficient to document compliance with the Buy American rule.
- For products that are not USA grown and processed, the SFA needs to have a documentation indicating that domestic products are truly not available or reasonably priced.
- Allowable exceptions to the Buy America requirement are:
 - The product is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality; or
 - Cost of a U.S. product is significantly higher than the non-domestic product.
- When an SFA would like to use an exception, the SFA must keep documentation justifying the exception(s).
 - Two common examples of documentation: keep your price comparison of specific foods grown/processed in the US and other countries to document significant cost difference, retain a notice from your distributor that no US grown product is available.
- Please review FNS [memo 24-2016](#): Compliance with and Enforcement of the Buy American Provision in the NSLP for more information on Buy American requirements.

Local Wellness Policy Final Rules go into effect July 1, 2017

- Check out this two page summary of the final rule: <http://doe.sd.gov/cans/documents/SumWellnP.pdf>
- The CANS NSLP website <http://doe.sd.gov/cans/nslp.aspx> Wellness Policy section has been updated to include a brief Power Point with the final rule and suggestions.
- A Wellness Policy Self-Checklist to check on your policy and see where your policy needs updating to the final rule.
- The USDA has also put together a useful [Outreach Toolkit](#)

Q&A: Purchasing Goods and Services Using Cooperative Agreements, Agents, and Third-Party Services (memo SP05-2017)

- Check out the [CANS website](#) Procurement section for more information. Resources are added and updated frequently!
- Procurements using these methods must be conducted in a manner maximizing full and open competition consistent with Federal procurement standards in 2 CFR 200.318-.326 and applicable Program regulations.
- Defines each of these procurement situations.
- GPO must also follow procurement procedures in that manner maximizes full and open competition consistent with Federal procurement standards in 2 CFR 200.318-.326 and applicable Program regulations.
- These procurement agencies/services are included in the procurement review and will have to submit documentation to illustrate procurement rules are followed.

Unpaid Meal Charges: A New Rule

- SFAs are required to have a written and clearly communicated system to address meal charges local meal charge policy in place **no later than July 1, 2017**.
- SFAs must develop and implement a written SFA-level policy. SFAs have discretion to vary the policy based on student grade level. The feds refer to this as a policy, but may be a "policy" or "standard practice" that determination is at the discretion of the SFA.

- The policy must be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. It must also be provided to staff responsible for policy enforcement.
- Additional information can be found at:
 - USDA FNS Unpaid Meal Charges website: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>
 - 2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools (memo [SP58-2016](#))
 - Unpaid Meal Charges: Guidance and Q&As (memo [SP57-2016](#))

Civil Rights Complaint Policy

- If a complaint of discrimination from a protected class is received by a school or agency on the USDA Child Nutrition Programs those must be reported to FNS Headquarters Civil Rights Division (CRD) or the FNS Regional Office of Civil Rights (OCRs).
- Protected classes are: race, color, national origin, age, sex, or disability.
- Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action.
- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office. Submit your completed form or letter to USDA by:
 - (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
 - (2) Fax: (202) 690-7442; or
 - (3) Email: program.intake@usda.gov.
- For more information you can review [CANS NSLP memo #108](#): Civil Rights Instructions, Complaints Process begins on page 21.
- While schools/agencies are not required to have this written policy on file, they are required to follow this complain policy if a complaint of discrimination is received in the school meals program.

Fresh Fruit and Vegetable Program (FFVP)

- Application request information is posted in the January Nutrition Child Nutrition Bulletin. Fill out a quick survey to be notified when SY17-18 applications become available. All current participants will be automatically invited, once applications are available.
- The FFVP provides money to elementary schools to purchase fresh fruit and vegetable snacks. Preference is given to high free and reduced eligibility. Service of the snack must be provided during the school day and not served with the breakfast or lunch meals.

Action for Healthier Kids has announced their [Spring 2017 Webinars](#)

Spring webinars to help you transform your school in an effort to make every kid healthy. Webinar topics range from healthy fundraising to celebrating Every Kid Healthy Week to offering healthy snacks at school.

[Register for one or all of them today.](#)

Wellness Wednesday: Are you ready to take the SuperFit School Challenge?

Wednesday, January 11, 3:00 - 3:30 pm (CT)

Join Action For Healthy Kids to learn how our new SuperFit School Challenge fundraising program can help your school raise funds, energize your school community and simultaneously teach students

healthy physical activities and nutrition education. Give your kids a healthy advantage with your next fundraiser.

Navigating the Action for Healthy Kids School Health Portal

Thursday, January 19, 3 - 4 pm (CT)

Designed using your feedback, you can apply for grants, form your school health team, complete a school health assessment, develop and track your action plan, plan volunteer events and much more. Let us show you around your portal.

Eat Better at School: Creating a Healthier School Food Culture

Wednesday, January 25, 12 - 1 pm (CT)

The school food culture goes way beyond the cafeteria. Children need to learn how to make healthy choices from the minute they walk in the school's front door to the end of the day. Join this webinar to learn about policies and regulations related to the school food environment and leave with project ideas and resources for healthy fundraisers, celebrations and family events, healthy snack programs and non-food rewards.

Get Recognized as a Health Promoting School: It's Time to Apply

Tuesday, February 7, 2 - 3 pm (CT)

You've worked hard to promote health and wellness in your school or district. Now, it's time to get recognized for your efforts. Become recognized as a health promoting school by applying for the HealthierUS School Challenge: Smarter Lunchrooms initiative, a voluntary initiative run through the United States Department of Agriculture to congratulate schools excelling in school nutrition and physical activity. Join this webinar to learn more about the initiative and get tips and tricks for submitting a successful application.

Wellness Wednesday: Celebrating National Nutrition Month and School Breakfast Week

Wednesday, February 8, 3 - 3:30 pm (CT)

Get ready to celebrate National Nutrition Month and School Breakfast Week in March. Learn creative ways to celebrate National School Breakfast Week during March 6 - 10, 2017 and all through March. Hear examples from AFHK partner schools on ways to highlight healthy foods as part of your celebrations.

How to Plan the Best Every Kid Healthy Week Event

Thursday, February 16, 1 - 2 pm (CT)

Action for Healthy Kids is proud to work with schools nationwide to promote the 5th annual Every Kid Healthy Week™ – an annual focus on making schools healthier places. Every Kid Healthy Week brings attention to the childhood obesity epidemic and, more importantly, to its solutions including, sound nutrition, regular physical activity and health-promoting school programs. Action for Healthy Kids and our school partners across the country will celebrate Every Kid Healthy Week during the last week of April (April 24 - 28, 2017) and throughout the month with events that encourage students to eat better and be active every day. Join this webinar for additional information and resources to make your Every Kid Healthy Week event the best ever.

Wellness Wednesday: Engaging Volunteers through Game On Activities

Wednesday, March 8, 3 - 3:30 pm (CT)

Game On activities can be a great way to get volunteers involved in your school's wellness plan. Join us for this month's Wellness Wednesday webinar for tips on how to recruit and engage parents and community members in one-time and ongoing activities and learn about our resources to help build your volunteer network.

School Breakfast: Making Breakfast Part of the School Day

Tuesday, March 14, 3 - 4 pm (CT)

Learn how teachers, principals, district administrators and states have found ways to make breakfast an integral part of the school day.

Making Your Life Easier with Technology: Creating Events and Managing Volunteers in the AFHK School Portal

Tuesday, March 21, 1 - 2 pm (CT)

As Every Kid Healthy Week approaches, join us to learn more about the resources AFHK provides to help schools manage volunteer recruitment, registration and engagement for events. AFHK experts will answer your questions and provide tips and ideas on how to ensure the resources work for your school.

Wellness Wednesday: Promoting Screen-free Activities at School

Wednesday, April 12, 3 - 3:30 pm (CT)

Our kids consume an average of seven hours of screen media per day. Reducing screen time can help children be more physically active, have a healthier diet and perform better in school. Join us for April's Wellness Wednesday Webinar to learn how to organize Screen-Free Week and promote screen-free activities all year round for students and families in your school community.

Celebrating Your Volunteers: Wrapping Up the Year with a Big "Thank You"

Tuesday, May 9, 1 - 2 pm (CT)

Join us for tips and ideas on how to recognize and thank all your awesome volunteers for their hard work this year and empower them to become even more engaged in the future.

Wellness Wednesday: Offering Healthy Snacks at School

Wednesday, May 10, 3 - 3:30 pm (CT)

Snacks can make or break a healthy diet for both adults and kids. The right snacks can supply our bodies with nutrients we wouldn't normally eat during meals and give students the energy need to learn and focus during class. Join this webinar to learn from schools across the country on ways to successfully serve healthy snacks to students during the school day.